

Teaching and Learning: The Next Generation

BAYCREST STUDENT/TRAINEE HANDBOOK



Baycrest

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Welcome To Baycrest

Baycrest: A destination of choice for our students and trainees



Baycrest is an internationally recognized academic health sciences centre, focused on healthy aging and exemplary care of older adults through evidence-based care and education. As a fully affiliated teaching hospital with the University of Toronto, Baycrest is an acknowledged leader in the field of aging locally, nationally and internationally, with a highly regarded specialty in cognition and mental health and as such, Baycrest is able to offer students an invaluable learning experience. Welcome to Baycrest Health Sciences!

Our New Mission For Education

We are committed to:

- *An exceptional learning experience for students and trainees, staff, patients, families and community*
- *Knowledge translation and education scholarship*
- *Being a local, national and international resource dedicated to informing and transforming the journey of aging*

Baycrest is highly committed to and engaged in its “*Education Mission*” and we are committed to providing a positive and supportive learning environment for all students. It is through acquiring and sharing new knowledge that we will be able to train the next generation of health care professionals to more fully understand the journey of aging and the care of our patients and families.

Baycrest’s unique culture ensures a rich learning environment for students and our staff is committed to excellence in care through our research-driven care and education in the field of aging.

Baycrest welcomes the involvement, participation and contribution of our students studying in all health professions, locally, nationally and internationally. Our academic partnerships with the University of Toronto and many other universities and colleges across Canada, the USA and internationally allows us to engage with undergraduate and graduate students from a wide array of professions.

This guide is designed to help you find the “basic information” that students need to orient to Baycrest.

Welcome to all students,

Dr. David Conn MB, FRCPC
VP Education

About Baycrest

Baycrest has a very unique and proud past. The organization opened its doors since 1918 as the Toronto Jewish Old Folks Home, thanks to the vision of a group of dedicated and committed women who volunteered their time to care for the frail elderly in the Jewish community. Each day, Baycrest addresses the needs of more than 2,500 people, including frail elderly individuals as well as active seniors.

Our **Research Centre for Aging and the Brain** includes the acclaimed Rotman Research Institute, considered one of the top five brain institutes in the world and the Kunin-Lunenfeld Applied Research Unit (KLARU) which conducts research alongside our clinicians and applies the results directly to client care.

Through our **Centre for Education on Aging**, we are sharing our expertise and knowledge locally, nationally and internationally. Baycrest believes that it not only has the ability to use its knowledge to help people around the world deal with diseases of aging, such as Alzheimer's, stroke, depression -- but the responsibility. Whether it is through our international Telehealth program, on-line programming, and conferences or through other mediums, we share our knowledge with professionals, other health care organizations and the public.

Mission

Baycrest is an academic health sciences centre, dedicated to achieving the excellence in providing the best possible experience and care for the physical and mental well-being of people during their journey of aging. We are devoted to improving the quality of life of older adults everywhere through the integration and application of exceptional healthcare, wellness promotion, research, and educational activities. We draw inspiration from the unrivalled support of generations of families within our community and the ethical and cultural values of our Judaic heritage.

We are dedicated to:

- Achieving the highest quality and innovation in client-centered clinical and residential care and patient safety;
- Generating and applying clinical and scientific breakthroughs;
- Sharing our expertise nationally and globally, serving as a thought leader and resource for information to support the health and wellbeing of the older adult population;
- Providing a community of care and learning that encourages creativity and personal and professional growth for all of our staff, physicians, volunteers, and students; and,
- Effectively advocating for an accessible and comprehensive healthcare and community support system that responds to the diverse needs of older adults.

Vision

Transform the experience of aging through leading innovations in brain health, wellness promotion, and approaches to care that enrich the lives of older adults.

Values

Compassion comes from caring relationships that are promoted and nurtured through a culture of sensitivity, understanding, trust, and integrity.

Advocacy is essential in promoting change and socially responsible choices that are sensitive to the needs of older adults and is best achieved through a strong collective voice of clients, families, staff, volunteers, and community partners.

Respect comes with the understanding that each person is unique, with intrinsic dignity and worth.

Excellence is achieved when we reach beyond what was ever thought possible through inquiry, discovery, and lifelong learning. We apply this to all the work that we do to ensure the highest quality of care and an exceptional experience for the people we serve.

Baycrest Programs & Services

Apotex Centre

The Apotex Centre, Jewish Home for the Aged and The Louis and Leah Posluns Centre for Stroke and Cognition, is a 472-bed, long-term care facility which provides a range of residential and specialized programs. The small, home-like settings on each floor provide flexible schedules for programs, meals and personal care, based on each resident's needs and preferences. Care is provided within the context of orthodox Jewish traditions. The Louis and Leah Posluns Centre for Stroke and Cognition focuses on rehabilitation programs to help seniors with dementia caused by vascular disorders such as strokes.

Each floor in Apotex is designated as follows:

Apotex 2	Physical Support
Apotex 3	Behavioral & Mental Health
Apotex 4 to 6	Cognitive Support
Apotex 7	Stroke/Cognition

Reuben Cipin Healthy Living Community

This condominium-style life lease residence of 120 suites is designed for active and independent seniors (65 years old plus). The life lease concept enables seniors to maintain a “right to occupy” their residence. At any time, the resident may sell their “right to occupy” at an appraised market value and keep the proceeds from the sale.

The building has a 24-hour concierge, a 24-hour personal security emergency response button, senior-friendly design features, games room, lounges, party room, fitness facility, library and rooftop terrace.

Terraces of Baycrest

The Terraces of Baycrest provide seniors with the privacy of independent apartment living, along with supportive services. Apartments are newly renovated and include senior-friendly features such as walk-in showers with grab bars, and a lifeline telephone with monitored services. This 11-storey retirement residence is located on the Baycrest campus, giving residents access to Baycrest's wide range of services, including the specialized geriatric programs of Baycrest Hospital.

Services provided in the building include:

- 24 hour on-site health centre (24 hour nurses, and doctors 5 days a week)
- social work, occupational therapy, pharmacy and nutritional guidance
- operates under Jewish tradition and is Kosher Under COR
- social, recreational, fitness and swimming programs
- membership in the [Joseph E. and Minnie Wagman Centre](#)
- weekly housekeeping and linen services
- convenience store, library, greenhouse, alterations shop

Hospital

Although Baycrest Hospital serves a variety of in-patient needs, it is not an acute care hospital. This means patients do not have access to certain services such as surgery and certain diagnostic procedures.

The seven-storey, 300-bed Hospital (Ben and Hilda Katz Building) includes five patient-care floors, with two Units per floor designated as East or West as follows:

Long-stay Units

- Complex Continuing Care: 5 East, 5 West, 6 East

Specialized Units

- Monitored/Step Down Transitional Care: 3 East
- Geriatric Assessment and Treatment Unit/In Patient Rehabilitation: 3 West
- In Patient Behavioural Neurology: 4 West
- In Patient Psychiatry: 4 East
- Palliative Care: 6 West
- Low Intensity Rehab: 7W

Each Unit has rooms containing four beds (ward), two beds (semiprivate) or one bed (private), and each room has its own bathroom. We encourage patients and families to personalize their environment with family photos and other familiar, personal objects.

Each floor also has a large Activity Room which is available for recreational activities and meetings and may also be used as a dining room for patients. Each Unit has its own nursing station, a kitchenette/server, and a small Quiet Room which patients and visitors can use when they need some privacy

Brain Health Centre/Kimel Family Building

Brain Health Centre Clinics is comprised of three clinics that provide client-centred care, support and education. All clinics require physician referral.

The Sam and Ida Ross Memory Clinic serve people who may have dementias such as Alzheimer's disease, frontotemporal dementia, mild cognitive impairment or abnormal behaviour.

The Mood and Related Disorder Clinic serves older adults who may have a diagnosis of, or suspected diagnosis of, depression, bipolar mood disorder, mood disorders associated with other brain disorders, complicated bereavement or anxiety.

The Louis and Leah Poslun Stroke and Cognition Clinic help stroke survivors who have cognitive impairment due to stroke and who may or may not have already been through a rehabilitation program. The program offers some client rehabilitation for higher-level cognitive issues like perception and memory as well as motor function (movement) issues.

Other Programs at Baycrest

Baycrest offer a large number of services designed especially for people in their people in their 50s, 60s, 70s, 80s and beyond. Our services include a hospital, long-term care home, residential and community-based programs and outpatient medical clinics.

Below are the some of the different programs we have

- Aging at Home – Community Services
 - Adult Day Programs
 - Caregiver Support Groups
 - In-home and Outreach Services
 - Seniors Support Program
- Outpatient Care and Clinics
 - Audiology
 - Community Outreach Team
 - Day Treatment Centre
 - Medical Clinics (Ambulatory Care)
 - Swallowing and Nutritional Assessment
- Centre for Memory and Neurotherapeutics
 - Behavioural Neurology Program
 - Memory and Aging Program
 - Memory Clinic
- Centre for Mental Health
 - Geriatric Psychiatry Community Services
 - Psychiatry Day Hospital for Depression
- Research & Innovation
 - The Brain Health Centre Clinic
 - Centre for Integrative Brain Dynamics – The Virtual Brain
 - Kunin-Luninfeld Applied and Evaluative Research Unit
- Education at Baycrest
 - Centre for Learning, Research and Innovation in Long-Term Care
 - Student and Trainees
 - Library
 - Simulation in Aging

Jewish Life at Baycrest



We provide our clients with an environment which is sensitive to their religious observance, spirituality and cultural needs. Many of the residents of the Apotex Centre, Jewish Home for the Aged (JHA) are survivors of the holocaust and caring for them requires a special understanding of the unique experiences and needs.

Educational Material

To help you understand Judaism, educational material including a guide book, videotapes, DVD's and library books are available in the Baycrest Staff Library (2nd Floor, Baycrest Hospital). The educational material contains a glossary of commonly used Yiddish words and dates of Jewish Holidays.

Holocaust Survivors

Baycrest serves one of the largest residential populations of Holocaust Survivors in the world and has developed programs and services that recognize their unique experiences and needs.

The Holocaust took place during the Nazi era from 1933 to 1945 when it was Nazi policy to deport, and in the later years of the Second World War, to exterminate the Jewish people.

Who is a Holocaust survivor?

Holocaust survivors are Jews who survived and outlived the Nazi regime. They include:

- Anyone who was hiding in occupied territory
- Anyone who survived a work or death camp
- Anyone forced to flee during the Holocaust
- Children sheltered by gentiles during the Holocaust

Specific circumstance has the potential to trigger painful or difficult memories for some survivors. It is important to understand the meaning and connection survivors make with their current experiences.

Examples of triggers for some Holocaust survivors:

- Shower, bathing, personal care
- Loud noises, sirens, shouting, fire alarms
- Uniforms, group activities, lining up
- Meal times, food portioning
- Medical tests, treatments, illnesses

It is important not to assume everyone's experiences are the same. While the above examples can be triggers for one person, they might not be triggers for another. Remember to take the time to learn more about the individual survivor's experiences and needs by checking in with them and their caregivers.

For more information about caring for aging Holocaust survivors, go to the Staff Library (2nd Floor) and review the book "Caring for Aging Holocaust Survivors."

Kosher Food

At Baycrest, food is prepared according to the Jewish dietary laws. "Kosher" comes from the Hebrew word mean "fit, proper, appropriate or permissible". The laws say that meat and dairy foods **are not** to be prepared or eaten together, animals must be slaughtered according to a specific ritual and certain foods such as pork or shellfish are not eaten.



Food from outside of Baycrest **may not** be brought into the Hospital Cafeteria, the Women's Auxiliary Cafe or client dining areas. External food may be eaten in the Employee lunch room, or in the outside dining area located at the corner of Bathurst and Baycrest Avenue, and the Student Centre located on the first floor of the Brain Health Complex Building.

No food or beverages should be consumed by staff, students, or volunteers in clinical care areas where “**infectious materials, hazardous chemicals, or hazardous drugs are used, handled or stored**”, this includes client bedrooms, hallways, the nursing station etc.

Cafeteria Facilities & Amenities	W.A Cafe
The Cafeteria hours are as follows:	We also have a Second Cup known as the W.A. Cafe which is located on the ground floor in the Apotex Building, open Monday to Thursday from 8:00 to 4:30 pm and Friday until 3:30 pm. The cafe is closed on Jewish Holy Days, Statutory Holidays and Saturdays.
Monday - Friday - 8:00 - 6:30 p.m.	
Breakfast 8:00 - 11:30 a.m.	
Lunch 11:30 - 1:30 p.m.	
Dinner 4:00 - 6:30 p.m.	
Saturday 11:30 - 6:30 p.m.	

Sabbath and Jewish Holidays

Baycrest is committed to enriching the lives of the elderly. Practicing Judaism is an important aspect of many clients’ lives. As such, it is one of Baycrest’s fundamental commitments to provide an environment attuned to and fully respectful of clients’ and patients’ religious needs. At the same time, the organization values the cultural and religious diversity of its employees must be able to observe the holy days of their religion within reasonable parameters.

On the Jewish Sabbath (Shabbat, which runs from sundown Friday to sundown Saturday) and other Jewish holy days, students are expected to respect their holiness and conduct themselves accordingly. In the public domain, regular activities will be modified in keeping with the spirit and practice of these special days, with the principle of respecting the sanctity of these days for our clients and their families.

The following activities are not allowed in the public domain space:

- Use of musical instruments
- Display of videos, movies and television
- Use of cameras

Private spaces such as patient rooms are for the patients/clients and their family to use as they wish.

The Jewish calendar is based on both lunar and solar cycles. Therefore, the dates of the Jewish holidays shift from year to year. A Jewish Holy Day and Festival Schedule is available on the intranet. Only Staff who provide essential services are expected to work on the **High Holy Days**: Rosh Hashanah (the Jewish New Year) and Yom Kippur (the Day of Atonement). Students, however, are considered as essential so are expected to work. On other Jewish holidays, including Sabbath (from sunset on Saturday), staff may carry out supervisor can discuss this with you if necessary.

Definitions of Key Terms:

Low Visibility: During low visibility days, non-direct care related functions are to be performed behind closed doors. Staffs are expected to report to work and function as normally as possible while limiting visibility within the organization.

This means, but is not limited to:

- No official/formal committee meetings
- No clinic appointments
- No meetings with members of the community or calls to members of the community on a “business as usual basis”
- No attendance at conferences and external meetings as a representative of Baycrest (ie. as a presenter for Baycrest).



Getting Started at Baycrest

Affiliation Agreements

Students/Trainees can begin their placement/training at Baycrest only if their academic institution has established an affiliation agreement with us. Please check with your student placement office to ensure a valid agreement has been established.

Student/Trainee Registration



The following documents must be completed before you begin your placement at Baycrest:

- ☐ Register via online registration page <http://baycresteducctr.vsyshost.com/>
- ☐ Complete online orientation modules and submit tracking sheet and other required documents
- ☐ Obtain all placement requirements:
 - Immunization
 - ✓ Measles (Documentation of MMR Vaccination or Lab evidence of immunity)
 - ✓ Mumps (Documentation of MMR Vaccination or Lab evidence of immunity)
 - ✓ Rubella (Documentation of MMR Vaccination or Lab evidence of immunity)
 - ✓ Influenza (every winter/fall, highly recommended)
 - ✓ Varicella – Proof of diagnosis or verification of typical varicella or Shingles by healthcare provide or Lab evidence of immunity
 - ✓ TB: Negative Two-step test; or Negative one-step test within the last year if documentation of previous two-step
 - ✓ TB if positive test, Negative Chest X-ray required within last year
- ☐ Criminal Reference Check/Vulnerable Sector Screening: ☐ Yes, Date _____
☐ No* (Student/Trainee **must complete & sign** the Student Declaration for Police Reference Check)
- ☐ Complete the Occupational Health and Safety Awareness and Training Certificate (<http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>)
- ☐ Mask Fit testing: ☐ Yes, Date _____ (Students/Trainees are expected to come with mask fit testing done).

These are the list of mask Baycrest carries. Please ensure that you are fitted with one of these masks.

Regular	Small	Mask fit test can be obtained at St. Michael Hospital, Corporate Health and Safety Services, 2nd floor Shuter Wing, 30 Bond St. Toronto, ON M5B 1W8 Telephone: (416) 864-6060 ext.6944 Fax: (416) 864-5405 Email: maskfitting@smh.toronto.on.ca
KC62126	KC62355	
3M8210	3M8110S	
Pleats and Rovs		

- ☐ Read the Student/Trainee Handbook and complete all requested document
- ☐ Touch base with your supervisor/placement coordinator prior to starting your placement

Orientation

All Students/Trainees will be provided with an orientation to Baycrest at the beginning of their placement. This will be arranged through your **Baycrest Supervisor**.

Identification Badges:

All Students/Trainees must wear I.D. badges with Baycrest Student/Trainee lanyard while working at Baycrest. The identification badge allows immediate verification of the status of individuals within the Centre. Through the identification badge, clients and staff are better able to determine that individuals entering their rooms, accessing their health records and providing care and services are authorized to do so.

- a) Students/Trainees who work at Baycrest for less than three months will be issued a Baycrest temporary non-photo badge. The badge is to be worn at front upper body level, with the picture and name visible to others and their school badge.
- a) Baycrest will assume no liability or responsibility for the use of the badge outside of the Centre's property, unless being worn as part of an individual's authorized work duty.
- b) The badge is the property of the Baycrest and must be returned to Academic Education at the end of placement.
- c) Lost or stolen badges must be immediately reported to one's supervisor. The supervisor will inform Academic Education.

To Obtain a Temporary Identification Badge:

- a) Student/Trainee must be registered with Academic Education.
- b) Attend orientation
- c) Submit required document for placement
- d) Student Coordinator will prepare a temporary identification badge.

To Return a Temporary Identification Badge:

All student ID badges are to be returned to Academic Education.

Lockers

Lockers are available to Students/Trainees upon request. Lockers are located in the basement of the hospital and in the Student Centre. Nursing students are assigned lockers in the basement, all other discipline are assigned lockers in the student centre.

No food should be stored in the locker.

The student centre locker room is not meant for change space. Students/Trainees should only have necessary belongings in their lockers and must remove all personal belongings by their last day of placement. Please be aware that you must supply your own padlock.

If you require a locker with a change space please contact Carole Risk at extension 2195. If not, please contact the Student Coordinator at mboateng@baycrest.org. For further information regarding policy on lockers at Baycrest, Please visit Baycrest Intranet.

Cell Phones & Pagers

Cell phones and pagers must either be turned off or placed in silence/vibrate mode during clinical time. Use of phone for personal use should be confined to breaks and away from the patient care areas.

Computers/Workstations

Students will be provided individual access to computer system and Meditech. Computers and workstations are to be used for patient care activities only. If you are required to use the computer for extended period of time, please use the library facilities or student centre.

Students Roles and Responsibilities

- Identifies the need for, and acts to obtain appropriate supervision
- Is aware of her/his responsibility to notify the educator if they are not achieving objectives due to setting and/or preceptor relationship
- Is accountable for the quality of care she/he provides within the established objectives
- Becomes familiar with and follows the agency's policies, procedures and principles
- Respects the safety and well-being of the clients in the learning experience
- Uses clear, accurate and effective communication skills in professional interactions
- **Students are not allowed:**
 - To perform delegated medical acts
 - To act as a witness under any circumstances or for any purpose
 - To provide second signature/check for controlled drugs, blood products, and medications listed as requiring independent double checking, double signing and documentation
 - To provide telephone advice for discharged families
 - To take verbal or telephone orders
 - To be left in sole charge of the unit or any patient
 - To transport patients alone when the presence of an RN is required
 - Use mechanical lift at Baycrest

Expectations

- Students are expected to be on time for each shift.
- Students are expected to be knowledgeable and apply basic infection control principles, basic assessment and provide basic hygienic care (e.g.: normal ranges for vital signs; baths, oral care, therapeutic communication).
- Students are expected to communicate continuously with their preceptor, educator or supervisor.

Absence/Late

If a student is unable to attend the placement during the scheduled date and time, it is the responsibility of the student to notify their preceptor/supervisor of their absence. The student must notify the Supervisor any communication challenges with respect to lateness and absence.

Student Observation Experience

If students would like exposure to specific clinical experiences not part of their usual rotation, the student should discuss their request with their supervisor or Student Coordinator. Observation experiences will be determined on a one-to-one basis.

Smoke Free & Scent Free Environment

Baycrest is committed to providing a healthy, safe and comfortable environment for all our clients, families, staff, students and visitors. As such, we are a smoke-free and scent-free environment.

Effective July 1, 2016 smoking* on the Baycrest campus is not permitted except in designated areas.

In accordance with the *Smoke Free Ontario Act*, smoking*, using vaporizing tobacco products or holding lighted tobacco products on public hospital grounds is prohibited except in very limited designated smoking areas.

As a result of this legislation, Baycrest has established designated smoking areas and will be enforcing a strict no-smoking rule on all other parts of our campus. As of **July 1, 2016**, these designated smoking areas will be marked with clear signage and are the only locations on the Baycrest campus where smoking is permitted. Effective no later than January 1, 2018, Baycrest will completely ban smoking on all hospital (does not include Terraces or Apotex) grounds in compliance with the *Smoke Free Ontario Act*.

Please see the map below, which shows the exact location of the new smoking areas (green dots):

1. **Hospital** – West of the ambulance entrance
2. **Apotex** – Northwest end of the outdoor covered area
3. **Terraces** – East exit of the building

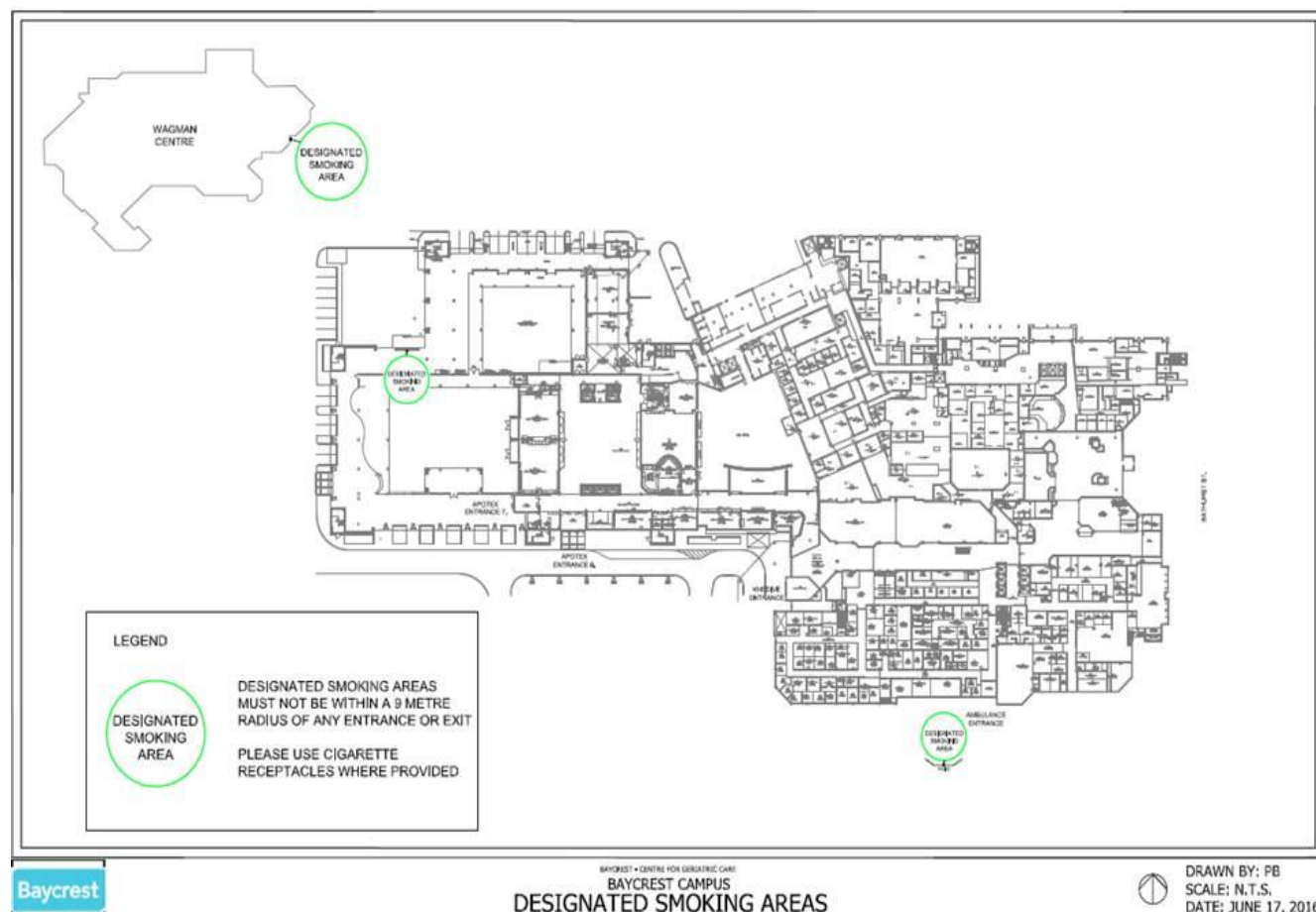
Baycrest is committed to the health and wellness of our staff, clients, volunteers and other visitors to our campus. Providing a healthy and secure environment is critical to achieving this objective, so while obligated to make these change, we welcome them as consistent with our mission as an organization.

To support our employees who may wish to use this as an opportunity to quit smoking, we are launching a smoking cessation support program through the Occupational Health and Safety Department. Interested employees may register at the front desk of the Occupational Health and Safety office or by phoning extension 6944.

To learn more about the *Smoke Free Ontario Act* or about Smoke Free Ontario initiative go to:

<http://www.mhp.gov.on.ca/en/smoke-free/>

**Smoking for the purpose of this policy is defined by holding and/or smoking of lighted tobacco and other smoke producing inhalants and products and/or vaporizing tobacco products.*



Learning Opportunities at Baycrest

Baycrest values learning and we encourage you to take advantage of these opportunities to become more knowledgeable and upgrade your skills. We provide a range of workshops, seminars, conferences and interprofessional rounds.

These activities are publicized through the intranet. Below are more opportunities for students to participate:

- Department rounds (Best Practice Education rounds, Psychiatry rounds, Geriatric rounds, Interprofessional Rounds, etc.)
- Visiting professor lecture series
- Telehealth events
- Workshops/seminars
- Inter-Professional Education Sessions
 - Lunch and Learn IPE sessions
 - Structured IPE Sessions

Library Services

The Library Is Your Partner in Learning!

We offer a specialised range of services to help you find, use and manage information effectively.

Access to a world of information

The Library has extensive print and online resources. Students also have access to the Baycrest Document Delivery Service through which you can request material not available at Baycrest. We can help you access articles and show you how to track developments from key articles.

Generous borrowing conditions

Students are entitled to borrow books, journals, and audiovisual materials from the Baycrest library collection

Has it been done already?

Talk to us early in your research so that you can be confident of finding all the significant relevant information. Discuss your research proposal with the Baycrest librarian for advice and assistance with a search strategy.

Save time, manage your references with EndNote

Learning how to use EndNote will save you time by making it easy for you to store, find and cite your references. Information about using EndNote at Baycrest is available from the librarian.

The Anne and Louis Pritzker Wellness Library: Your Key to a Healthy Lifestyle

The library has books, fact sheets, pamphlets, DVDs/videos, CDs and audiotapes on a wide range of subject

- Library materials may be signed out for 2 – 3 weeks.
- Health Information Sessions are held monthly.
- Speakers are Baycrest staff and researchers as well as staff and volunteers from community agencies.
- Volunteers DO NOT
 - Provide any specific medical advice
 - Interpret or recommend any specific treatment
 - Personally endorse any of the materials in the library nor any of the contents of a website
 - Conduct in depth searches for clients or staff

Baycrest Library Services

Open Monday to Friday 8:00 to 16:30

Hospital, 2nd floor Room 2E06 ☎ 416.785.2500 ext. 2353

✉ tmahar@baycrest.org

Interprofessional Education (IPE) Student/Trainee Placement

Students/Trainees from many professions have the opportunity to participate in inter-professional education (IPE) clinical placement experiences.

There are two types of IPE programs students can participate:

5 weeks IPE structured placement

The program is designed to focus on specific geriatric issues. It includes case-based group learning, simulation and other fun activities. Students are expected to review some on-line modules on your own time to prepare for each weekly session. Students from five and more different professions participate in this program.

Lunch and Learn sessions

The lunch and learn IPE is 60 minutes where students get the chance to learn about various topics at Baycrest and how they can apply the IPE to their everyday life at Baycrest. Some of the topics discussed include team building, conflict resolution, motivational interviewing, responsive behavior gamification, etc.

IPE Placement Goals

The goals for this inter-professional placement program include:

1. The opportunity for students/trainees from various health care disciplines to develop an increased understanding of the expertise that each discipline brings to the solution of health problems.
2. The provision of opportunities for Students/Trainees to learn and develop clinical expertise together.
3. The opportunity to develop an understanding of team dynamics, communication skills within the team, and conflict resolution within the context of a well-functioning team.

Clinical Placement Experiences and Seminars

While on site, students will meet in facilitated seminars throughout their clinical experience. Students will take leadership in exploring learning issues pertaining to their clinical experience, the health system, and the delivery of health care services. As well, students will have the opportunity to discuss issues related to interprofessional roles and collaborative practice. Shadowing experiences will be encouraged to supplement their clinical experiences.

Student Learning Outcomes

(adapted from McMaster University *Health Sciences North Inter-professional Education Pilot Project*.)

1. Increased knowledge and understanding of the roles, contributions and expertise of various health professionals in the delivery of health care services to patients/clients, e.g. similarities, differences and potential areas of role overlap and conflict.
2. Increased understanding and respect for the values, beliefs and attitudes that differentiate the various health professions.
3. Increased knowledge and understanding of the importance of inter-professional collaboration in the delivery of health care, e.g. team building, team functioning, communication, conflict resolution.
4. Enhanced skills in building inter-professional relationships and maximizing team function.

Evaluation of Student Learning Outcomes

The *Inter-professional Education Perception Scale* will be administered prior to and upon completion of the clinical experience to determine what changes in attitudes, if any, occurred throughout the placement. To find out more about this learning opportunity, please contact Faith Boutcher, Director, Academic Education ext. 2114 or Student

Policies and Procedures at Baycrest

The corporate policies and procedures are available on the Baycrest intranet site which is the home page on all Baycrest computers. To access Baycrest policies:

1. Go to the Baycrest intranet
2. Click on Policies tab on the top page
3. Click on Go to the policy management system
4. All policies and procedures will be listed to different categories; a search option is also available.
5. Type in the keyword to search and access policy.



Unit based policies; procedures are available in the unit and can be requested from the manager.

Key Policy Overview

In many cases, the complete policy is not provided in this handbook but is available through Baycrest intranet. This core-curriculum is meant to make you aware of Baycrest's safety and risk management procedures and to understand our Jewish culture. It is required that all researchers, trainees and students read this pamphlet

SAFETY AT BAYCREST

Your safety at Baycrest is very important and as such, you are expected to follow safe working procedures, use all safety devices and equipment provided, wear protective clothing as required, and keep yourself informed about fire safety and hazardous materials.

Emergency Codes and Preparedness

Code RED: Fire

If you see a fire anywhere in the Centre:

- R** Remove all endangered persons.
- E** Ensure windows and doors are closed.
- A** Activate alarm pull station.
- C** Call Communications, 5555.
- T** Try to fight the fire within your capabilities.
(Do not use fire hose)
- Listen for announcements.

Code BLUE: Cardiac Arrest

- Call the Communications Desk 5555.
- Notify the attendant to call a Code Blue and state the location.
- Stay with the person and ask a colleague to call for help and verify that the client is appropriate for resuscitation.

Code BROWN: Hazardous Spill

- Evacuate and contain area by closing door.
- Call Communications Desk 5555. State "This is a Code Brown". Give the specific location. If possible state name of material spilled.

Code WHITE: Violent Incident

- Remove yourself from the situation if possible.
- Call ext. 5555 and state "This is a Code White". Give the location and be specific in details.

Code GREEN: Evacuation

- Listen to all announcements and follow instructions.
- Assist in lifting and carrying persons according to evacuation.
- Use approved lifts and carries.
- Close all doors behind you.

Client Care

- Assist in moving all persons.
- Send client chart with client.
- Assist ambulance services with client identification, assessment, treatment and prioritization.
- Monitor and assure clients waiting for transfer.

Code GREY: Loss of Service

- Call Communication Desk 5555.
- Report Code Grey, service and location.
- Assist persons/clients to safe location.
- If you hear "Code Grey – Condition Yellow be aware that Mag locks may be deactivated.

Code ORANGE: External Disaster

- Evacuate glass areas.
- Stay away from articles that may fall.
- Do not leave buildings.
- Assist in moving people to inner core of building.
- Stay close to the floor.

Code YELLOW: Wandering or Missing Client

- Report if someone is missing.
- Help in the search.

Code BLACK: Bomb Threat

- Call the Communication Desk 5555. State "This is a Code Black" and the location of the package.

Code PURPLE: Hostage/Abduction

If you witness or are aware of a hostage/ abduction. Call the Communication desk 5555 and provide the following information.

- Location of hostage take/abduction.
- Number of suspects and descriptions.
- Description of any weapons.
- Number of victims and their condition.

If you are a victim of a hostage taking/abduction. Lower the stress of the hostage taker/abductor:

- Establish eye contact.
- Speak when spoken to.
- Avoid making comments, suggestions, or voicing opinions.

Bomb Threat by Phone

- Stay calm and ask the caller for information.
- Where the bomb is located.
- Who they are, gender, voice characteristics.
- Listen for background noise.

Occupational Health & Safety (OH&S)

Baycrest will endeavor to provide a safe, healthy work environment; all staff must be committed to reducing the risk of injury and workplace related illness.

Respiratory Etiquette

- Cough or sneeze into your sleeve or a tissue.
- Discard used tissues and perform hand hygiene with either soap and water or an alcohol-based hand rub.

Scent Free Environment

All persons are requested to refrain from use of Scented Personal Products while at Baycrest.

Non-Smoking Policy

In accordance with the Provinces laws, we provide a smoke-free environment.

- Smoking is not permitted in the Centre or within nine metres (30 feet) of any entrance.
- If you do smoke outside this perimeter, use the outdoor ashtrays provided.

Infection Prevention and Control

It is Baycrest policy to prevent the spread of infection within the health centre from patient to patient, staff to patient, and staff to staff by providing the system that emphasizes the use of barrier precautions when contact with body substances, as such, All persons entering Baycrest are expected to use the hand-sanitizing dispensers located at various

entrances whenever they enter the building, frequently throughout the day, and upon leaving the facility.

N95 mask fitting is required for any student/trainee who interacts with patients. All students, trainees and instructors coming to Baycrest must complete their immunizations and submit proof to Student Coordinator prior to start date. **Influenza vaccination is highly recommended for all students and trainees and clinical instructors.** **Anyone who fails to get vaccinated will be required to wear N95 mask during the flu season at Baycrest.**

Workplace Hazardous Materials

You may have to work with potentially hazardous, controlled products. Baycrest is responsible for keeping an inventory of all such products, properly labeling them and training staff to safely use and store them. It is your responsibility to seek out, understand and follow procedures related to handling potentially hazardous, controlled products materials.

Students, trainees and instructors are responsible for:

- Providing copies of registration of professional liability insurance
- Complying with Baycrest's guidelines for performing all work in a safe manner
- Taking an active role in protecting and promoting their health and safety and that of others
- Refraining from activities that may jeopardize health and safety in any way
- Immediately reporting any physical hazards, accidents to the OH&S Department.
- You should not come to work if you are feeling ill, particularly if you have had a fever in the past 24 hours. If you are ill, you must alert your immediate supervisor and the OH&S Ext. 5300.

Hazardous (including Cytotoxic) Drugs

- If administering medications or handling bodily fluids of patients, refer to the "Safe Handling of Hazardous (including Cytotoxic) Drugs" Policy and Procedures on the Baycrest Intranet. If any medications are labeled with "Hazardous Drugs," "Cytotoxic Agents" or the "Medications with Precautions in Use" sign is posted on the head of the patient's bed and/or washroom.

Violence in the Workplace

Types of Violence:

- Abuse of Clients by Staff or Volunteers
- Suspected Elder Abuse in The Community
- Abuse of a Client by Another Client, Family Member, Private Practitioner or Visitor
- Abuse of Staff and Volunteers by Clients, Their Families, Private Practitioners, Personal Companions and Visitors
- Abuse of Staff and Volunteers By Staff and Volunteers
- Harassment and Other Forms of Discrimination in the Workplace

What should you do?

- Report situations to your supervisor so appropriate corrective action can be taken.
- speech assistive devices, contact the Professional Practice Leader, Speech and Language Pathology at ext. 2375;

Client Privacy and Confidentiality

Baycrest respects the right of each individual to privacy and to the confidentiality of their information. Individuals are entitled to understand what and why information is requested, how it will be collected and used, and when and to whom it might be disclosed. The Health Records Department will handle all release of client information requests, and in most cases we must obtain consent from the client.

You are responsible for maintaining the confidentiality of client information whether it is conveyed verbally, in writing, electronically, in photograph, on film or by other means.

“Baycrest Personal Information” means information disclosed by Baycrest to you about an identifiable individual and includes personal health information (“BPI”).

Do not use, disclose, remove or copy for removal from Baycrest any BPI except as required by law or permitted by Baycrest. You are responsible to protect BPI against loss, theft, unauthorized access, copying or modification. You must notify Baycrest at the first reasonable opportunity if BPI is stolen, lost or accessed by unauthorized persons. You are responsible to ensure that your employees and agents, if any, maintain the confidentiality and security of BPI.

Accessibility Standards for Customer Service

- Baycrest is committed to giving people with disabilities the opportunity to access its goods and services.
- Baycrest strives to respect the dignity and independence of people with disabilities.
- Disabilities may be visible or non-visible. One cannot always tell who has a disability.
- People with disabilities have the right to use their own personal assistive devices while accessing goods or services provided by Baycrest.
- A number of assistive devices are available at Baycrest for use by people with disabilities. For information and assistance with:
 - assistive listening devices or communication devices, contact the Audiology Dept. at ext. 2377;
 - courtesy wheelchairs at entrances, contact the Director, Environmental Services at ext. 2406; and
 - devices located in The Anne & Louis Pritzker Wellness Library, contact the library staff at ext. 3374.
- At no time will a person with a disability be prevented from having access to his or her support person.
- Service animals are to be afforded access to all places the public is invited on Baycrest’s premises when accompanying their human partners (with the exception of food preparation areas). A person with a disability is not to be separated from his or her service animal. Don’t touch or speak to service animals – they are working and have to pay attention at all times.
- General tips on providing service to people with disabilities:
 - If you’re not sure what to do, ask the person “May I help you?” People with disabilities know if they need help and how you can provide it.
 - Speak directly to the person with a disability, not to his or her support person or companion.
 - Make no assumptions about what type of disability or disabilities a person has.
- Take the time to get to know the needs of the person with a disability and focus on meeting those needs.
- Don’t touch assistive devices, including wheelchairs, without permission.
- For more information call Support Services, ext. 2046.

What You Should Know

Jewish Life at Baycrest

Practicing Judaism is an important aspect of many of our clients' needs. As a student, it is important to keep the following points in mind when you are on site.

Being Sensitive to Our Client Population

Baycrest has one of the largest groups of holocaust survivors in the world. Awareness and sensitivity can help reduce some of the painful effects of Holocaust related traumas.

Many normal day to day activities can trigger painful memories of the war years.

Please be especially mindful if the work you are doing entails: Harsh, strong or unpleasant smells, use of bright lights/flashlights, loud voices/sounds, sirens/alarms/bells/whistles.

Working in a Kosher Environment

Baycrest maintains its facility under the strict guidance of Kosher Dietary Laws. There are several areas where you can purchase Kosher meals in Baycrest:

- Main Cafeteria, located on the ground floor of the Hospital.
- Women's Auxiliary Café, located next to the Winter Garden in the Apotex Centre.
- These eateries, some of the outside gardens, and all areas within the Centre are Kosher.

- Food, coffee or tea brought from home or outside the building may not be consumed or stored in these locations.
- Outside food or drinks must only be consumed in:
 - Employee Lunch Room (Located in the Posluns Building on the 2nd floor).
 - Spiro Family Garden outside Employee Lunch Room.
 - Your office.
 - Outside Garden located at the Bathurst St. Entrance.
- Store any foods from outside Baycrest in the Employee Lunch Room refrigerator. Only food purchased in the Cafeteria may be stored in unit refrigerators.
- Use disposable tableware to eat any food brought in or prepared from outside. Do not remove china, trays, or cutlery from the Cafeteria.
- Microwaves (not in the Employee Lunch Room) may only be used for Baycrest purchased foods.

No Consult or Contract Work on Jewish Holidays

Please be sure to check the Baycrest calendar when planning to come in to carry out your work as certain days in the year are special Jewish Holidays during which **only essential and emergency services** are maintained.

ADDITIONAL INFORMATION

Online: <http://intranet/BaycrestWork/>

Hard copy files:

Communications Desk (Located on the ground floor of the Hospital at the Khedive Avenue entrance)

CREATED BY:

Human Resources and Organizational Effectiveness Division and Academic Education
Revised August 2015

For further information contact:
Academic Education (416) 785-2500, ext. 2518

Code of Conduct

All persons at Baycrest, including students/trainees and Clinical Instructors, are expected to fulfill their roles in a professional and ethical manner. They are expected to:

- hold the health, safety, welfare and dignity of patients as our first priority in the performance of our roles and responsibilities;
- demonstrate a sincere commitment to provide the highest quality care and service;
- demonstrate courtesy, tact, empathy and compassion in interactions with others;
- acknowledge and respect the inherent worth and individuality of each person and, therefore, do not engage in harassing or discriminatory behaviour;
- strive for excellence in our roles through regular assessment of personal strengths, limitations and effectiveness and by continued education and training;
- support and reward work performance and achievement of others; and,
- Accept the responsibility for our actions.

It is the position of Baycrest that the environment will be as safe as possible and free of all forms of discrimination, harassment, and abuse.

Discrimination is the less favourable treatment of persons because of their race, ancestry, place of origin, colour, ethnic origin, age, citizenship, creed, record of offenses, marital status, family status, disability, gender, pregnancy, or sexual orientation.

Harassment is comments or conducts that humiliates insults, intimidates or degrades another person. It is behaviour that is known or ought to be known, to be unwelcome, whether or not that effect was intended. It can occur in a variety of forms including inappropriate remarks, gestures, pictures or jokes.

Sexual Harassment is unwelcome conduct of a sexual nature. It includes sexual advances, requests for favour, or verbal or physical conduct that is unwelcome and cause insecurity, discomfort, offense or humiliation; have or appear to have a job-related condition or promise associated with it; and interfere with a person's work performance or create an intimidating, hostile or offensive work environment.

Abuse can be in the form of physical (unnecessary action that results in bodily harm, discomfort or injury), psychological (actions that result in fear or diminish a person's dignity or self-worth), sexual (unwelcome sexual activity), and/or verbal (comments that are embarrassing, offensive, threatening, or degrading to another person).

Standards of Professional Behavior

Students/Trainees will adhere to the standards of ethical behaviour, as per scope of practice of the applicable profession, or as outlined in the respective regulatory Colleges or professional associations.

- 1) All Students/Trainees must introduce themselves as a Student/Trainee status or equivalent, and must obtain informed consent from the patient or appropriate Substitute Decision Maker before performing any clinical activity or procedure on the patient.
- 2) Assessment of behavioural and ethical performance will be related to the following educational objectives:
 - a) The Student/Trainee should display skill at communicating and interacting appropriately with patients, families and coworkers. Qualities that the Student/Trainee should demonstrate include, but are not limited to the following:
 - i) empathy and compassion for patients and their families;
 - ii) concern for the needs of the patients and their families to understand the nature of the illness and the goals and possible complications to investigations and treatment;
 - iii) concern for the psychosocial aspects of the patient's illness;

- iv) respect for, and ability to work harmoniously with physicians, allied healthcare professionals, and other staff;
 - v) understanding of the appropriate requirements for involvement of patients and their families in research; and,
 - vi) awareness of the effects that differences in gender, cultural and social background may have on the maintenance of health and the progression and treatment of illness.
- b) Behaviour unacceptable to the professional practice of healthcare include, but are not limited to the following:
- i) referring to oneself as, or holding oneself to be, more qualified than one is;
 - ii) performing any clinical activity or procedure without the informed consent of the patient, parent, or appropriate Substitute Decision Maker;
 - iii) theft of drugs;
 - iv) violation of the criminal code;
 - v) failure to be available as scheduled;
 - vi) failure to respect patients' rights;
 - vii) breach of confidentiality;
 - viii) failure to provide transfer of responsibility for patient care;
 - ix) failure to keep proper documentation in patient charts;
 - x) sexual impropriety with a patient;
 - xi) being under the influence of alcohol or drugs while participating in patient care; and,
 - xii) any other conduct unbecoming of a practicing healthcare professional.
- 3) Breach of any of the above principles of behaviour may result in a report to the educational institution's training program, or as required by statute, be reported to the relevant professional association. Any such breach may be cause for immediate dismissal from the placement at Baycrest.

Dress Guidelines

Baycrest Students/Trainees are expected to promote a professional image at all times while in the hospital. This includes maintaining a neat and clean appearance, as well as using professional discretion when considering appropriate clothes to wear at work.

The following guidelines have been set to assist Students/Trainees in making appropriate choices. Every Student/Trainee is responsible for ensuring adherence to these guidelines.

Baycrest expects that all Students/Trainees dress appropriately for the functions they are performing, also taking into consideration the cultural and care requirement needs of our clients. As inappropriate dress can be offensive, efforts should be made to convey a sense of respect for our clients and colleagues. In addition, clothing must adhere to Occupational Health and Safety and Public Health regulatory requirements.

Students/Trainees are also required to wear their identification badges, front facing, at all times pursuant to Baycrest policy. As well, uniforms must be worn at all times where designated by the Hospital.

The following constitutes **inappropriate dress**:

- All items bearing inappropriate slogans and pictures.
- Exercise clothing (sweat suits, spandex leggings / shorts, etc.)
- Casual shorts and tank tops.
- Any clothing that is torn, faded, frayed or patched.

For safety and infection control purposes, the following guidelines must be adhered to:

- Students/Trainees in direct patient care areas shall not have long nails, artificially lengthened nails or wear dangling jewelry such as earrings, necklaces or bracelets that can increase risk of incidents.
- All Students/Trainees must wear safe and appropriate footwear, which adheres to Occupational Health and Safety regulations of the Hospital. Footwear must have closed heel and toe, a non-slip sole and have a low heel height. Additional safety features may be required in specific working areas and employees will be required to comply with the unit/area specific policy.
- Hair short or tied back
- Nails should be short and trimmed, no nail polish

Safety, and Risk Management

Safety is everyone's responsibility. Every staff member and Student/Trainee, regardless of the department in which they work, is responsible for patient safety. All employees and Students/Trainees are responsible for working safely, reporting hazards and unsafe conditions, and taking all reasonable measures to protect themselves at work.

Rights and Responsibilities

The Occupational Health and Safety Act describes the rights and duties of all those in the workplace, including the employee and the employer. It was designed to provide guidelines about how to work safely in the workplace

You have a RIGHT to:

- A safe working environment
- Training to work safely
- Be informed of hazards
- Refuse unsafe work
- Ask questions about safety

You have a RESPONSIBILITY to:

- Be knowledgeable about Occupational Health & Safety Hazards
- Report any actual or potential health and safety hazards
- Wear appropriate personal protective equipment
- Follow the policies and procedures set in place

An incident is an unsafe event in the workplace that has resulted or could have resulted in harm to people or property if circumstances had been slightly different. The most common types of health & safety incidents that may occur in a hospital setting are:

- Slip and falls
- Moving and lifting injuries (i.e. strains and sprains)
- Being struck by or striking against objects

ALL work related accidents and/or incidents involving a nursing student must be reported immediately to your instructor and the Most Responsible Person (MRP) on the unit.

Accident / Incident Reporting

1. Seek first aid if necessary.
2. Notify your instructor and the supervisor on the unit
3. Complete an Incident Report with your instructor/advisor

Mechanical Lift

Only Baycrest Staff are permitted to use the mechanical Lift. Students and Clinical Instructors can observe but are not allowed to use. In the event you need to lift anyone, please have Baycrest Staff member do that. This is due to safety precaution.

Radiation Protection

X-rays and ultrasounds are done on-site by a mobile DI service in the client's rooms. The technologist comes Mon-Friday for X-rays and Tues/Thursday for Ultrasounds. It is the unit's responsibility to have these clients in their room, prepared and dressed appropriately for the technologist's arrival.

When x-rays are being done, keep at least 6 feet away or wear an apron. Pregnant students/volunteers should not be present when x-rays are being done. Please refer to the Diagnostic Imaging – Unit Resource included on the unit or on the intranet in the Nursing Workgroup for additional information.

What does this mean to me?

Do not enter a room if there is a sign on the door indicating that X-rays are being done.

Nurses and other care providers are considered to be well protected if;

- Not exposed to direct x-ray beam.
- Remain at least 2 metres (6 feet) from x-ray beam and client, if unprotected.
- Wear a protective lead apron if less than 2 metres from the client (x-ray beam passes through a client and some x-rays interact with tissues and change direction or scatter).
- If pregnant, do not remain less than 2 metres from client/beam during exposure.

Notes:

- X-rays travel in a straight line and do not go around corners.
- When an x-ray exposure is over, x-ray production ends and there are no residual x-rays in the room.



Handling Hazardous Medications

Training and maximum precautions for all nursing, pharmacy and laboratory staff and student who handle "hazardous medications" including cytotoxic drugs

Precautions include:

- use of nitrile gloves
- waterproof gowns
- N-95 masks

<http://intranet3/baycrestwork/safety/HazardousDrugs.asp>

Reporting Unsafe Conditions

Baycrest staff and Students/Trainees are expected to use all safety devices and equipment provided them, and to wear protective clothing as required. You are also expected to follow safe working procedures and to keep yourself informed about fire safety and hazardous materials through our annual training sessions.

Students/Trainees are also asked to immediately report unsafe conditions – for example, spills or equipment that has been left lying around. If you see an unsafe condition, do what you can at that moment to prevent an accident. Then report the situation to your supervisor who will investigate and take any necessary actions. You should also speak to your supervisor if you are concerned that a certain job or procedure is dangerous.

Injury /Incident Reporting

- i. The Student/Trainee must report immediately any incident or hazardous situation to their immediate Supervisor (i.e. Baycrest staff, preceptor, clinical instructor).
- ii. The Supervisor must ensure that the Student/Trainee receives immediate medical attention as necessary. If the supervisor is not present, they should be notified as well as the **contact for Student Placement** and the Academic Supervisor for the College/University.
- iii. If injured, the Student/Trainee must report to Occupational health and safety for immediate medical attention. The Supervisor completes, in full, the safety event incident report via SERS on behalf of the Student/Trainee. The College/University completes WEPA form within 72 hours and follows their organizational process.

Critical Injury

All critical injuries must be treated immediately and reported to immediate Supervisor and the Academic Supervisor for the University/College (Refer to Occupational Health & Safety policy 11-1-80 re: critical injury). **If injured outside of Baycrest, please seek immediate attention from your primary care provider and submit a clearance form upon returning to Baycrest to Academic Education, Student Placement Coordinator.**

Needle sticks Injury, Mucosal Splash or Bite

All needle stick injuries, a mucosal splash or bite must be treated immediately and reported to immediate Supervisor and the Academic Supervisor for the University/College. (Refer to Occupational Health & Safety policy 11-3-40)

Reporting Illness

All Students/Trainees are reminded to inform Occupational Health when they are ill with a potentially communicable disease to reduce risk to our patients.

Infection Prevention & Control Guidelines

To prevent infection transmission between clients and protect their own health, Students/Trainees need to follow some basic infection control practices:

Wash your hands! Alcohol-based hand rub dispensers are available throughout Baycrest. The following 4 Moments of Hand Hygiene will help you remember when it is particularly important to wash your hands. If in doubt, wash your hands anyway!



Follow precaution signs. There 3 precaution signs used at Baycrest – Contact, Droplet and Airborne. All instructions on the signs are visual and simple to follow.



In an event of an outbreak, follow instructions found in the control measures sheets that are posted at the entrances to the unit, at the nursing station and on the Intranet. Before entering an outbreak unit, Students/Trainees need to read the section of the outbreak control measures called STAFF RESTRICTIONS, and follow the instructions there.

Immunization

All Students/Trainees at Baycrest must submit proof of current immunization for (*Recommended):

- | | |
|---|-------------------------------------|
| 1. Tetanus/ Diphtheria* | 3. Varicella (Chicken Pox) |
| 2. Measles, Mumps, Rubella/Rubeola (German and Red Measles) | 4. Annual Influenza Vaccine* |
| | 5. Hepatitis B * |

All Students/Trainees must be able to submit proof of:

1. Negative 2 step TB test in the last 12 months **OR**
2. Historical negative 2 step + negative 1 step TB test within last 12 months **OR**
3. Clear chest x-ray within last 6 months if TB Test is positive.

Proof may take the form of

1. Immunization Certificates
2. Antibody Titre results
3. Registration in a program where confirmation of 1& 2 are available upon request

PLEASE NOTE:

A yearly flu shot is strongly recommended. Students/Trainees who have not had a flu shot may be asked to wear N95 Mask Fit during influenza season on the unit where they are placed and anywhere patients are present and patient care is delivered. They may be permitted to return after they have had a course of Tamiflu™ Prophylaxis, the costs and arrangement for which they will be responsible.

Mask Fit Testing

Students/Trainees who will have direct patient contact during their placement are expected to have mask-fit testing completed through their academic institution prior to placement. Students/Trainees should have their fit test cards on hand at all times. Students/Trainees who have not had mask fit testing will risk interruption of their placement should an outbreak occur. Mask fit test can be obtained at St. Michael Hospital, Corporate Health and Safety Services, 2nd floor Shuter Wing, 30 Bond St. Toronto, ON M5B 1W8 , Telephone: (416) 864-6060 ext.6944, Fax: (416) 864-5405

Email: maskfitting@smh.toronto.on.ca

Scent Free Environment

Baycrest recognizes that some clients, employees, residents, volunteers, Student/Trainees, and visitors, react to scented personal products. Baycrest strives to provide a healthy, comfortable, productive environment, and therefore, we will whenever possible, promote a scent-free environment. All persons (clients, employees, residents, volunteers, Student/Trainees, and visitors, private companions, family members) are requested to refrain from use of Scented Personal Products while at Baycrest.

Definition:

Scented Personal Products refers to products more commonly including, but not limited to, shampoo, conditioner, hairspray/gel, cologne, after-shave, perfume, body lotion, and scented oil.

Advice for All:

Educate yourself about the need for a scent-reduced program. Become part of the solution and switch to scent-free products. Many non-scented alternatives are available. Wearing perfume, scented hairspray, cologne, scented deodorant, aftershave and other similar products may make you feel good, but many people especially those with asthma, allergies and environmental illness may be adversely affected by these products.



Network Access / Email

E-mail and the Internet are important communication tools for use within Baycrest as well as with external audiences and are subject to specific conditions. Internet and e-mail are Baycrest resources that are provided and maintained by Baycrest.

Baycrest will ensure that the e-mail system is used securely and appropriately and that policy and practice reflects current requirements. Baycrest reserves the right to audit and monitor e-mail and internet usage and content, subject to specific conditions outlined in this policy.

Internal and External E-mail

1. E-mails between Baycrest Users and Research Users only travel internal to Baycrest and as such are secure. Confidential e-mails may be sent securely to these users.
2. E-mails between External Users travel through the Internet and as such are not secure. Confidential information should not be e-mailed to these users.
3. Confidential e-mails may be sent to users in the Global Address List as this list will only contain e-mails of Baycrest and Baycrest Research Users.
4. The e-mail system will append the following disclaimer to all external recipients:

"Confidential: This communication and any attachment(s) may contain confidential or privileged information and is intended solely for the addressee(s) or the entity representing the recipient(s). If you have received this communication in error, you are hereby advised to destroy this document and any attachment(s), make no copies of same and inform the sender immediately of the error. Any unauthorized use or disclosure of this information is strictly prohibited."

5. Users should double check that the message is being sent to the correct recipient(s) and address before sending.
6. Users should utilize the appropriate style of writing to meet the recipient's needs. In addition as part of our efforts to accommodate different people's needs, messages should be 12 point font or larger and not be presented with graphics that hinder the ability to read the content.
7. Distribution List messages must be of significant importance and clearly relevant to all the users in the list.
8. Under no circumstances is anyone to select all of the Distribution Lists and individuals in the Global Address List to send a message.
9. The "All Staff" function is activated based on need and must be requested through Public Affairs. Contact Public Affairs to discuss the most appropriate medium for the message. "All Staff" is only to be used to:
 - Communicate corporate initiatives and facts of interest to the entire organization
 - Announce significant changes or additions to policy
 - Announce significant changes in staff, services or processes

Forwarding and Replying to E-mails

1. Use of 'Reply', 'Reply All' and 'Forward' of any e-mail is subject to the same internal and external procedures. The user must check the content of the e-mail to ensure it is appropriate to forward. Extra care should be taken when forwarding e-mail, and to limit the use of the 'Reply All' function.
2. The original content forwarded cannot be altered without the original author's approval. Content can only be modified with the knowledge and approval of the original author.
3. Users must not auto-forward their accounts to external accounts, without prior approval of the Director Privacy and Health Information, as the information will travel outside the secure network.

E-Mail between Baycrest Staff, Students/Trainees and Clients or Clients' Representatives

1. Confidential e-mails to external users, including clients, clients' representatives, outside health care providers and other third party providers require extra safeguards.
2. If the email is required for a one-time, emergency health purpose between care providers the sender must follow-up by telephone to ensure the information reached the intended recipient and is being handled with appropriate care.
3. Students/Trainees communicating with clients or their representatives through e-mail must:
 - i. document the types of transactions and sensitivity of subject matter (e.g. mental health) that is being communicated over e-mail.
 - ii. obtain client consent for e-mail communications from individual clients or their representative to communicate with them by e-mail. Consent can be obtained either in person or can be obtained through e-mail if the client or representative expresses consent in a return e-mail from the Student/Trainee that includes the following:

Dear Client: I [Student/Trainee's name] am pleased to communicate with you through e-mail. However, you should know that e-mail messages are not encrypted on the Baycrest system, and, therefore, Baycrest cannot guarantee the security of e-mail messages that you send or that you receive from me at Baycrest. For this reason, e-mail should not be used to communicate sensitive information that you would discuss in person but would prefer not to discuss in e-mail.

You should not use e-mail to communicate emergency or urgent health matters since e-mail messages can be delayed for technical reasons. By replying to this message, you acknowledge that you have read and agree with these terms. If you have questions about e-mail communication with Baycrest staff, please let me know.

4. Print and file all e-mail messages with replies in the client's health record Progress Notes.
5. Periodically remind clients and their representatives that e-mail messages are considered personal information and decisions about treatment or care may be based on the information received in the e-mail message(s).
6. Although you may maintain a mailing list of clients, do not send group mailings where the names of recipients are visible to each other. Use the blind copy feature in Outlook to avoid displaying recipients' addresses.
7. If in doubt of the best method to communicate client information, contact the Privacy Office at ext 3443

Personal Use of Internet and E-mail

1. Students/Trainees may use the Baycrest internet or e-mail system for incidental or occasional personal use provided the following conditions are met:
 - i. Use must not interfere with job responsibilities and should be minimal.
 - ii. Use must not interfere with the operations of the Baycrest e-mail or Internet system.
 - iii. Use is subject to all other rules associated with respect in work place, e.g., personal e-mail messages must not contain material that may create a hostile work environment.
 - iv. Personal messages should be clearly distinguished from work related e-mails. Personal communication should not be sent from the Baycrest system if it could be viewed as being Baycrest endorsed (e.g., do not use your title when sending personal messages).
 - v. Personal use may not occur at the Nursing stations or direct care locations.
2. Baycrest is committed to providing a positive work environment that promotes respect, cultural sensitivity and dignity of individuals. As such, web sites or e-mail must not be accessed, created or distributed using the Baycrest system if the:
 - i. Messages or web sites contain offensive comments, for example about age, race, religion, creed, gender, sexual orientation, political beliefs, national origin, language or disability

- ii. Messages related to solicitation or are for commercial purposes and have not been sanctioned by Baycrest
 - iii. Messages promote or criticize religious or political causes.
 - iv. Message or web sites contain a chain message that encourages the receiver to forward the message on to others as this can negatively impact the system and disrupt the work environment.
 - v. Message or web sites are used for illegal purposes.
 - vi. Message or web sites are used for purposes not in support of Baycrest corporate purposes.
3. Access to web-based e-mails such as Hotmail, yahoo and others will be blocked and web sites not in support of Baycrest purpose may be blocked.
4. From time to time, E-Health may conduct system utilization and monitoring audits to identify resources and system usages. Irregularities identified through the audits may include more detailed analysis of an individual's usage and the results may be shared with the Director of Human Resources.
5. At the request of the Director of Human Resources, a specific user's Internet and e-mail usage may be audited.

E-mail Practices to Support Confidentiality

Users must ensure that their mailboxes are secure and must take reasonable measures to guard against unauthorized access by utilizing passwords

- Do not share passwords
- Do not leave a computer unattended and accessible

Please apply these practices when working on site or via remote access

FIPPA

What is FIPPA?

"FIPPA" is the Freedom of Information and Protection of Privacy Act. FIPPA provides people with a right to access information that is under the control of institutions in the government and the broader public sector such as universities and hospitals.

There are four principles:



- I. Information should be available to the public.
- II. There should be exemptions to access of information and those exemptions should be limited and specific.
- III. Decisions on the disclosure of information should be reviewed independently of the hospital that controls the information.
- IV. The privacy of individuals and their personal information should be protected by the institution holding the information and those individuals should be able to access that personal information upon request.

What is a "record" under FIPPA?

A record is any information that is recorded, whether in printed form, on film, by electronic means or otherwise.

- Examples include: minutes of meetings, handwritten notes in spiral notebooks, e-mails etc.
- Instructors and Students/Trainees working at Baycrest would be considered Baycrest agents and so records they create in the course of their duties may be subject to an access request.

Who can make a request under FIPPA ("FOI Request") and how?

Any person can make a request for access to records in the custody or control of the hospital since 2007.

- In addition, the right to access is not limited by citizenship or place of residence, e.g. an international Student/Trainee who has had a placement at Baycrest can request his or her record.
- A formal written request must be made in writing (not by phone) to the hospital where the person requesting the information believes the record exists. There are two types of formal requests – personal information or general business information. There is a cost of \$5 for each request for personal information or general business information and this must accompany the written request.

How do you make a request for patient records?

FIPPA doesn't cover patient records, as these types of records are covered by a different law, known as the Personal Health Information Protection Act, 2004 (PHIPA). PHIPA covers personal health information (PHI) in the patient record and elsewhere at Baycrest. If you get a request for **personal health information**, direct it to the Health Records Department at ext. 3126.

What should you do if you receive a FIPPA request?

As an organization, Baycrest has only 30 days to respond to a Freedom of Information (FOI) request.

- If you get a request for **information under FIPPA**, direct it to the FOI coordinator at ext. 3126 immediately.

How does this affect your personal information?

Personal information and records about instructors and Students/Trainees collected or created by a hospital could be subject to an access request. Baycrest is legally obliged to protect personal information. Your personal information will not be released to anyone in response to an FOI request without your personal consent.

- Personal information is recorded information about a person and includes race, family status, employment history, education history, identifying numbers (such as Student/Trainee number, social insurance number), etc.

How must you protect personal information?

Remember the following principles when collecting personal information:

- You need consent to collect, use and share all personal information, either formally or informally (this includes sending information in email or posting pictures on the Internet).
- This consent can be either direct (written) or indirect (verbal).
- Collect the MINIMAL amount of personal information required to accomplish the task.
- Collect what you need to do the job at hand.
- You should only access personal information that is required to perform the duties of your placement and for the purposes
- Safeguard all personal information.
- Consider the implications of technology: Is it mobile, can and do you take it off hospital property, is it in an open public space?
 - It is unlikely that you will need to take sensitive files out of Baycrest and Baycrest discourages this. . If you need to, you must store them on an encrypted device. Encrypted data cannot be read without knowing a key or password.

Remember, Baycrest is legally obliged to protect personal information. Therefore, personal information will not be released to anyone without the consent of the person to whom it relates unless Baycrest is compelled by law to do so. **To do otherwise would lead to privacy breach and can potentially lead to a privacy complaint.**

- Privacy breaches occur when the hospital shares or discloses someone's personal information inappropriately.

Please notify your immediate supervisor and contact the Chief Privacy Officer at (416) 785-2500 ext. 3126

Electronic Documentation

Clinical documentation is captured in Meditech, which is the Health Information system used here at Baycrest. Documentation includes most forms of documentation by a physician, nurse or allied health professional. It is information recorded in a professional capacity in relation to the provision of patient care. Each resident/patient continues to have a small paper chart in which documents such as reports sent from outside providers of care, ECG strips, MARS and manual documentation are kept.

Accounts are set up for Students/Trainees prior to their start date by Customer Support and Services. Once a Student/Trainee has received their Meditech training, they are given permission to create their own personal password which becomes their electronic signature. It can be accessed from any computer once you have been enrolled.

When clients entrust information to a health care professional or health care facility, it is essential that the confidentiality of that information be safeguarded and shared only as necessary to serve the interest of the client. Students/Trainees at Baycrest will have access to clients' electronic records and should only access the records of clients under his/her care.

ALL Students/Trainees should:

- Never share passwords
- Change his/her password as per policy whenever a security risk is identified
- Log off when not using the computer or when leaving a computer terminal
- Take precautions to protect confidential information displayed on monitors
- Never access information for which he/she has no professional need
- Adhere to Baycrest policy relating to managing confidential information

Health Records regularly conducts MEDITECH access audits. There is HELP available 24/7 should there be any questions regarding Meditech documentation. Please call 4357 and choose option #3 for questions regarding documentation issues.

Student Centre



Our Student Centre is a non-kosher area available for all students/trainees to use while at Baycrest. The Centre is open 24/7 and is equipped with security cameras. An access code is needed to use the space. Please contact the Student Placement Coordinator at studentplacement@baycrest.org for access to the Centre.

The Centre features:

- A reception area
- Computer stations
- A lounge area with TV
- A seminar/lecture area (*must book the area from the Student Placement Coordinator*)
- Locker room (available for non-nursing students only)
- Kitchen

The Student Centre is located on the 1st floor of the Brain Health Complex Building by the elevator, room T106.

The code for the student Centre changes every three months (please do not share code with anyone). Below are the rules for the student Centre:

Food and Drink

- Food and drinks are allowed in the Student Centre, however, please clean up after yourself.
- Please put food wrappers and containers in the trash & recycling bins.
- No Food must be kept overnight in the fridge or cupboards
- Label all food with your name and date (Food /drinks without name or date will be disposed away).

Computer

- Student Centre computers are intended for academic use.
- No gaming is permitted.
- **Food is not allowed on computer stations.**
- Please do not leave your belongings unattended
- Headphone volume should not distract other Centre users
- Username and password will be provide after orientation

Kitchen

- Keep sink clean and tidy and wipe counter top after each use.
- Food and drinks are allowed in the kitchen area, however, please clean up after yourself.
- Please put food wrappers and containers in the trash & recycling bins.
- Please clean the microwave after each use.

Student/Trainee Locker

- At the beginning of each semester, lockers will be assigned to Students/Trainees from each discipline on a first come first serve basis for short term use only.
- Locker space is not meant for change space. Disciplines like nursing who will require a change area, please contact Carole Risk at ext. 2195 for lockers.
- All Students/Trainees are required to bring their own locks
- At the end of your placement, Students/Trainees are required to remove all belongings – you will be given two weeks to remove all belongings after that time the security will remove the lock for other Students/Trainees to use.
- Recycle bins are for ONLY recycle products (papers only)

General Directions & Information

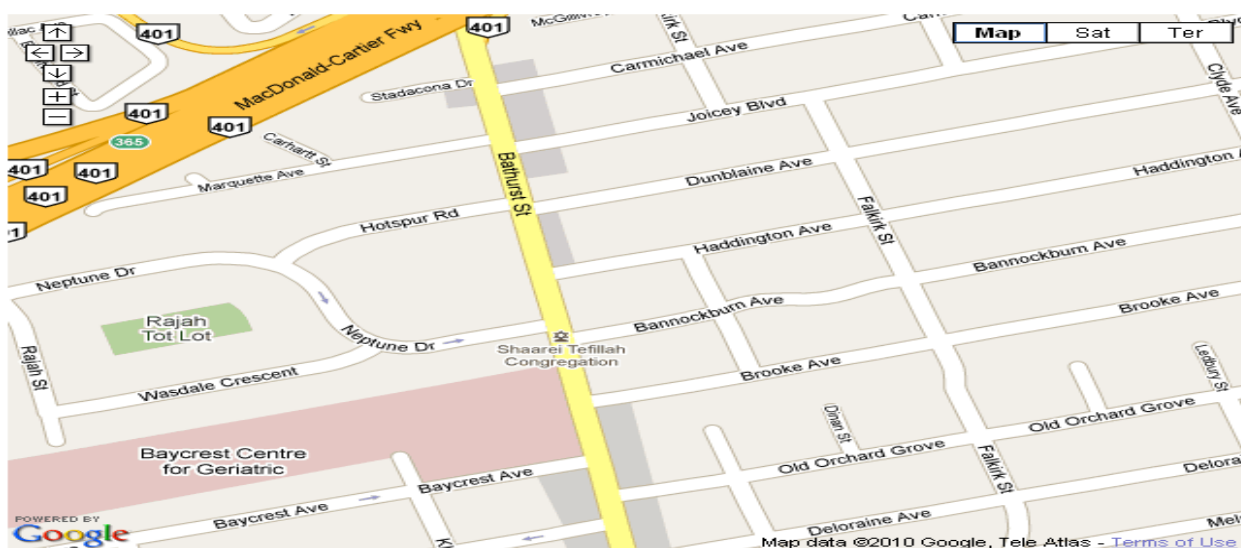
Address

Baycrest
3560 Bathurst St.
Toronto, ON M6A 2E1

Telephone Number

416-785.-500 ext. 2892

How to Find Us:



By Car

Please refer to the map provided.

By Public Transit

Take the 7 – Bathurst Street North bus from the Bathurst subway station on the Bloor/Danforth line to Baycrest Avenue, five stops north of Lawrence Avenue.

Take the 7-A Bathurst Street North bus (rush hour service only) from St. Clair West Station or the Wilson subway station on the Spadina/University subway line to Baycrest Avenue.

Take the 109 – Ranee North bus from Lawrence West Station. This will take you through to Ranee Avenue and let you off on Wasdale Drive and Bathurst Street. Walk south to Baycrest Centre.

The Terraces of Baycrest and the Joseph E. and Minnie Wagman Centre are located on the west end of the Baycrest Campus at 55 Ameer Avenue.

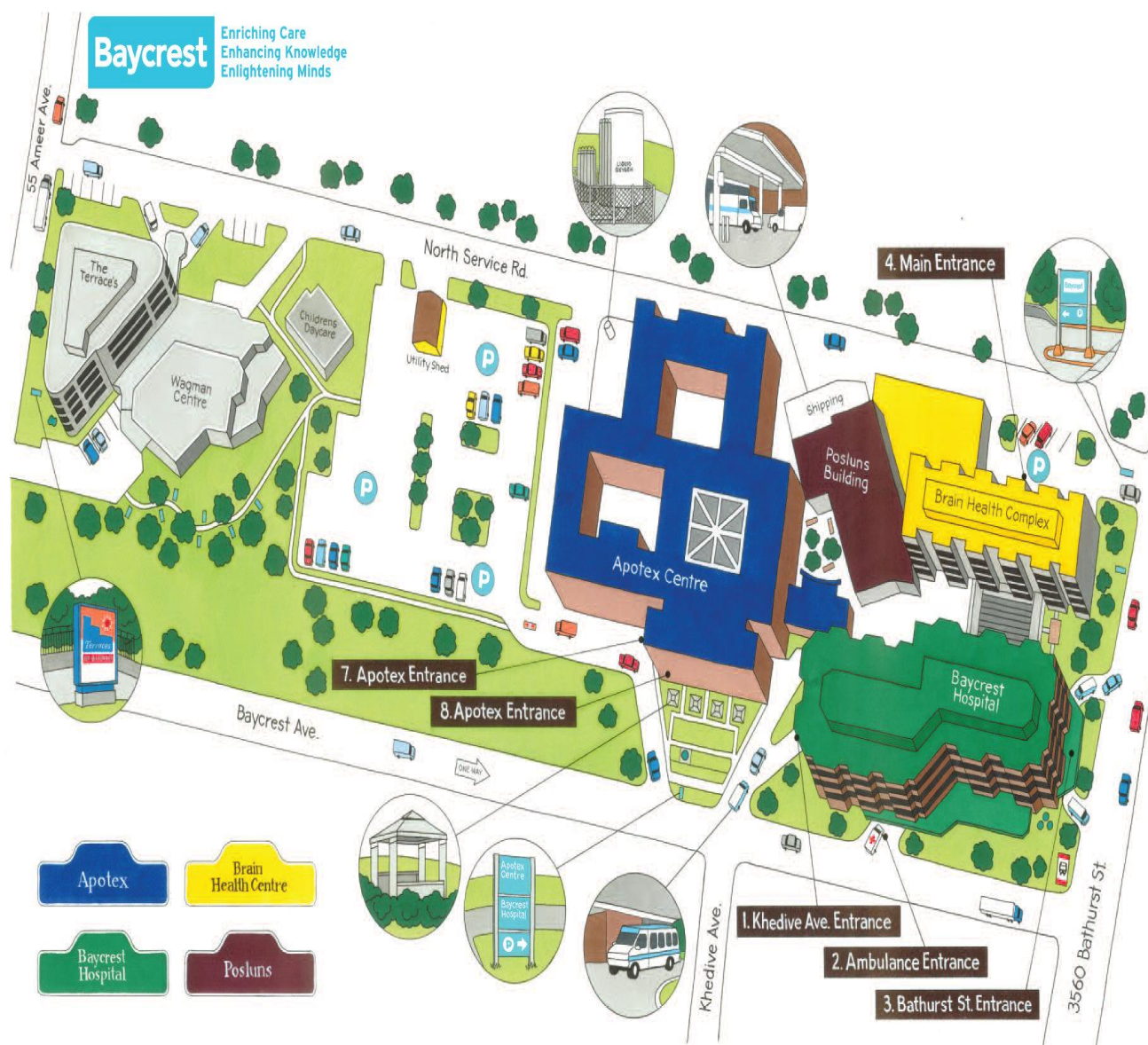
Getting around when you are at Baycrest

Free shuttle bus service is provided between Baycrest (Khedive entrance), Apotex Centre, Jewish Home for the Aged and Terraces of Baycrest/Joseph E. and Minnie Wagman Centre. Buses leave approximately every 35 minutes between 9 a.m. and 4:30 p.m. Board buses at the entrances at these buildings, where schedules are posted.

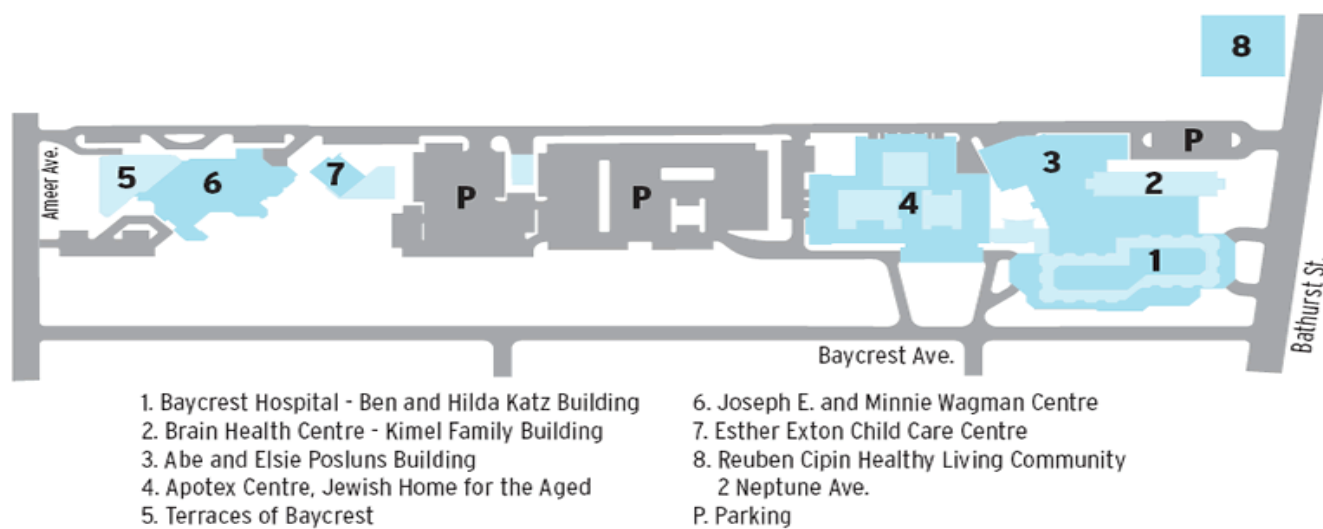
Entrance Closing Times

Closing times for the following entrances are as follows:

- Khedive and Bathurst St. - 12 midnight
- Posluns and Apotex - 9:00 p.m.
- Hospital Ambulance - 5:00 p.m.
- Apotex Ambulance - locked at all times



Parking



Baycrest's main parking lot is an automated park and pay system. The current flat fee for the day is \$14.00.

Please note: Parking is metered and very limited. Students/trainees who purchase the monthly parking must make sure to make a copy of the parking permit so that it can be replaced when it start fading.

The parking rates are as follows:

- Meter - short term
\$7.00/ hour
- Daily - main lot
\$14.00 / day
- Monthly – main lot
\$52.00/month

If you need monthly parking, please contact Student Coordinator by email at studentplacement@baycrest.org

Internal phones are located at each of the main entrances. For information, call the main communications desk at the Khedive entrance, 416-785-2500, ext. 2130.

END OF PLACEMENT CHECKLIST

On or by the final day of placement the Student/Trainee should:

- ☐ Complete the Student/Trainee Site Evaluation and **return to Academic Education, Room 2N04**

<https://www.surveymonkey.com/s/BaycrestStudentEvaluation>

- ☐ Meet with Education Coordinator/PPL following final evaluation
- ☐ Complete and return Student Clinical Evaluation to Education Coordinator/PPL
- ☐ Return borrowed books/assessment binders
- ☐ Ensure appropriate transfer of patient information
- ☐ Return Baycrest I.D. tags to Academic Education

Note: Please remember to return your ID badge and complete your final evaluation. Your feedback is important to us

SUPPORTING DOCUMENT

Student Placement Requirements

Student Name: _____ Student ID: _____

1. Baycrest Online Registration Completed: ☐ Not Completed: ☐
2. Immunization (check if completed or not completed)
 - a. MMR Completed: ☐ Not Completed: ☐
 - b. Hepatitis B Completed: ☐ Not Completed: ☐
 - c. Polio Completed: ☐ Not Completed: ☐
 - d. Varicella Completed: ☐ Not Completed: ☐
 - e. Tetanus/Diphtheria Completed: ☐ Not Completed: ☐
 - f. Flu Shot Completed: ☐ Date: _____ Not Completed: ☐
 - g. TB Test Completed: ☐ Date: _____ Not Completed: ☐
3. Vulnerable Police Check (Bring form to Academic Education)
4. Mask Fit Number: _____ Expiry: _____
5. Complete the Occupational Health and Safety Awareness and Training
<http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php> (submit a copy of the certificate on your first day)

Academic Institution (Your School): _____

Student Signature: _____ Date: _____

Agency Safety Checklist

Student Name: _____ Unit: _____
 Start Date: _____ Mgr/Super: _____

**The following safety checklist is to be completed for each new student on their first day of placement, but in no case later than their first week, by the supervisor/manager and employee.
 Please return checklist & supporting documents to academic education**

Mgr/Sup er. Initials	Student Initials		Safety Review Topics
<input type="checkbox"/>	<input type="checkbox"/>	1	Has been shown, read and understand the following policies: Health and Safety, Violence Prevention, Harassment and Other Forms of Discrimination in the Workplace (see intranet).
<input type="checkbox"/>	<input type="checkbox"/>	2	Has been shown where the Safety Communication Board is located and has been shown: a copy of the Occupational Health & Safety Act, Joint Health & Safety Committee meeting minutes, emergency numbers and other safety awareness material.
<input type="checkbox"/>	<input type="checkbox"/>	3	They know who, when, and how to report all accidents/incidents, potential hazards. They also realize the importance of reporting immediately, and to <u>Never disturb the scene of an accident.</u>
<input type="checkbox"/>	<input type="checkbox"/>	4	They understand the importance of health & safety in the workplace and the requirement to contact the supervisor or manager at any time for assistance or direction.
<input type="checkbox"/>	<input type="checkbox"/>	5	They know where or who to ask the access MSDS information.
<input type="checkbox"/>	<input type="checkbox"/>	6	They know how to get first aid or medical treatment and how to report them
<input type="checkbox"/>	<input type="checkbox"/>	7	They have been informed of the importance of reporting an occupational injury the day of the incident, and the importance of communication and co-operation in the Early and Safe Return to Work Program.
<input type="checkbox"/>	<input type="checkbox"/>	8	They understand that they are expected to keep the work zone clean and neat.
<input type="checkbox"/>	<input type="checkbox"/>	9	They understand what to do in an emergency. They know to call extension 5555 in the event of an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	10	They know where the fire routes, exits, alarms, and emergency equipment are located.
<input type="checkbox"/>	<input type="checkbox"/>	11	They have received instructions on the equipment they will be using and understand not operate any equipment/machinery that they have not been trained or authorized to use.
<input type="checkbox"/>	<input type="checkbox"/>	12	They are familiar with the personal protective equipment (PPE) they are required to wear. They have received instruction in the use and care of this equipment and how to obtain or replace the PPE needed to work safe.
<input type="checkbox"/>	<input type="checkbox"/>	13	The specific hazards of the work they are to perform have been reviewed with them, as well as the control in place to protect their health and safety.

Student Name _____ Signature: _____ Date: _____

Core- Curriculum/Individual Orientation Module Completion Tracking Sheet

Name (Please print, last name first): _____

Unit/Department: _____

Supervisor Name: _____

Date : _____

Supervisor Signature: _____

Module Completed	✓
General Overview	
Occupational Health and Safety	
Hand Hygiene	
Emergency Codes	
Privacy and Confidentiality	
Violence in the Workplace	
WHMIS	
Emergency Codes	
Jewish Life	
All student/trainee must review the following resources for each Student Orientation module.	

I confirm that I am aware of my responsibilities related to the topics outlined above regarding working safely at Baycrest.

Signature: _____

Date: _____

Student/Trainee Site Evaluation

Available Online: Baycrest values feedback from Students/Trainees about their educational experience in our organization. Your feedback is important to us. It will help us evaluate and improve the educational experience of all Students/Trainees who come to Baycrest. This evaluation is independent of any school evaluation forms, will be used for internal purposes only and will not affect your placement. It will be reviewed only by the relevant parties (the Department of Academic Education, Education Coordinators) and will be treated as confidential. Once again, thank you for your valuable feedback!

Profession/Discipline: _____		Academic Institution: _____	
Student Placement Start Date (dd/mm/yyyy): _____		End Date (dd/mm/yyyy): _____	
<input type="checkbox"/> Student (Group)	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Clinical Masters	<input type="checkbox"/> PGY____
<input type="checkbox"/> Clinical Fellow	<input type="checkbox"/> Masters/ PhD	<input type="checkbox"/> Post-doctoral Fellow	<input type="checkbox"/> Intern
		<input type="checkbox"/> Resident	
		<input type="checkbox"/> Other _____	
Hospital:			
<input type="checkbox"/> 3 East, ACT	<input type="checkbox"/> 3 West, Rehab & GATU	<input type="checkbox"/> 4 East, Psychiatry	
<input type="checkbox"/> 4 West, Behavioral Neurology	<input type="checkbox"/> 5 East, CCC	<input type="checkbox"/> 5 West, CCC	
<input type="checkbox"/> 6 East, CCC	<input type="checkbox"/> 6 West, Palliative		
Apotex, Jewish Home for the Aged:			
<input type="checkbox"/> Apotex 2	<input type="checkbox"/> Apotex 3	<input type="checkbox"/> Apotex 4	<input type="checkbox"/> Apotex 5
<input type="checkbox"/> Apotex 6	<input type="checkbox"/> Apotex 7		
Community & Ambulatory Services			
<input type="checkbox"/> Psychiatric Clinic	<input type="checkbox"/> Psychiatric Day Treatment	<input type="checkbox"/> Psychiatric Outreach Program	
<input type="checkbox"/> The Terraces	<input type="checkbox"/> Wagman Centre	<input type="checkbox"/> 2 Neptune	
<input type="checkbox"/> Cognitive & Behavioural Health Program	<input type="checkbox"/> Ambulatory Services, RGP, Day Treatment & Community Outreach Program		
<input type="checkbox"/> Brain Health Clinics	<input type="checkbox"/> Adult Day Program, Seniors Counseling & Referral & Senior Support Program		
<input type="checkbox"/> Rotman Research Institute	<input type="checkbox"/> KLRU	<input type="checkbox"/> Other _____	
Were you involved in an IPE placement? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Please circle the response you feel is most appropriate.

1. I received appropriate assistance to address any questions or concerns I had about my placement

1	2	3	4	5	N/A
Never				Very Often	

2. I was able to access the resource necessary to do the work that was expected of me (e.g. Library, Inter/Intranet, Clinical Business Systems)

1	2	3	4	5	N/A
Never				Very Often	

3. I participated in activities where two or more professions learned about, from and with each other to enable effective collaboration and improve health outcomes (Interprofessional Education)

1	2	3	4	5	N/A
Never				Very Often	

4. I was given opportunity to apply the learned theory/Knowledge from school to practical situations

1	2	3	4	5	N/A
Never				Very Often	

5. An introduction to the ethical and cultural values of Judaism enabled me to apply culturally sensitive practices during my placement.

1	2	3	4	5	N/A
Strongly Disagree				Strongly Agree	

6. I felt welcome and accepted as a part of the team

1	2	3	4	5	N/A
Strongly Disagree				Strongly Agree	

7. The student/trainee placement enhanced my understanding of the unique needs of the older adult.

1	2	3	4	5	N/A
Strongly Disagree				Strongly Agree	

8. I felt prepared to begin my placement after the orientation

1	2	3	4	5	N/A
Strongly Disagree				Strongly Agree	

9. I would recommend Baycrest as a site for Student/Trainee placement to other Student/Trainees.

1	2	3	4	5	N/A
Strongly Disagree				Strongly Agree	

10. I would recommend my preceptor(s)/Supervisor(s) for future student/trainee placements

1	2	3	4	5	N/A
Strongly Disagree				Strongly Agree	

11. Considering all factors related to your Student/Trainee placement, how satisfied are you with your Student/Trainee placement experience at Baycrest?

1	2	3	4	5	N/A
Very Dissatisfied				Very Satisfied	

12. Please comment on the resources that were available at Baycrest to support your learning?

13. What did you like best about your Student/Trainee placement?

14. What could have been done to improve your Student/Trainee placement experience?

15. What could be done to improve this Student/Trainee site evaluation?

Thank you for your feedback!

Please return the completed questionnaire to: **Department of Academic Education Room 2N04, 2nd Floor, Hospital Building**